

# EXECUTIVE SECRETARIAT (O/DCI)

## Routing Slip

OLC

| TO: |        | ACTION | INFO | DATE | INITIAL |
|-----|--------|--------|------|------|---------|
| 1   | DCI    |        | ✓    |      |         |
| 2   | DDCI   |        | ✓    |      |         |
| 3   | DD/RM  |        |      |      |         |
| 4   | DD/NFA |        |      |      |         |
| 5   | DD/CT  |        |      |      |         |
| 6   | DD/A   | ✓      |      |      |         |
| 7   | DD/O   |        |      |      |         |
| 8   | DD/S&T |        |      |      |         |
| 9   | GC     |        |      |      |         |
| 10  | LC     |        | ✓    |      |         |
| 11  | IG     |        |      |      |         |
| 12  | Compt  |        |      |      |         |
| 13  | D/PA   |        |      |      |         |
| 14  | D/EEO  |        |      |      |         |
| 15  | D/Pers |        |      |      |         |
| 16  | AO/DCI |        |      |      |         |
| 17  | C/IPS  |        |      |      |         |
| 18  |        |        |      |      |         |
| 19  |        |        |      |      |         |
| 20  |        |        |      |      |         |
| 21  |        |        |      |      |         |
| 22  |        |        |      |      |         |

SUSPENSE DATE:

Remarks:

Executive Secretary

CLAIBORNE PELL, SENATOR FROM NEVADA  
FRANK THOMPSON JR., REPRESENTATIVE FROM NEW JERSEY,  
VICE CHAIRMAN  
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DENVER DICKERSON, STAFF DIRECTOR

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Executive Registry

78-1921/1

COMMITTEE ROOM  
S-151, U.S. CAPITOL  
PHONE: 224-5241

ADDRESS MAIL TO—  
CHAIRMAN  
JOINT COMMITTEE ON PRINTING  
% U.S. SENATE P.O.  
WASHINGTON, D.C. 20510

## Congress of the United States Joint Committee on Printing

December 18, 1978

OLC #78-3644

OSC

TO THE HEADS OF ALL DEPARTMENTS AND AGENCIES:

This is to call to your attention an action of the Joint Committee on Printing regarding the size of government stationery. The JCP has unanimously adopted a new standard paper size -- 8-1/2 x 11 inches -- effective January 1, 1980.

This new size, which conforms to that of the private sector, applies to stationery and related correspondence type materials such as letterheads, copy sets, second sheets, carbon paper, and electrostatically copied reports. It does not apply to any printed products.

The effective date was set at January 1, 1980 to enable all departments and agencies to dispose of their current stocks of 8 x 10-1/2 inch stationery.

The General Services Administration will amend existing regular regulations or issue new ones for implementing the new federal paper size standard.

Ever sincerely,

*Claiborne Pell*  
Claiborne Pell  
Chairman